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~~CONFIDENTIAL~~

22 SEP 1961

Chief, Audit Staff

Acting Director of Logistic

Audit of Unliquidated Obligations of FY 1961 Unexpended
Punds as of 30 June 1961REF : Memo to S/L from C/Audit Staff, same subject, dated
7 September 1961

1. We regret the fact that our adjustment of property procurement obligations to expenditures has fallen behind. Under normal circumstances, we probably would have been able to maintain these records on a reasonably current basis, but I think you will agree the past twelve months have been anything but normal.

2. As stated by the Office of Logistic Budget and Fiscal Officer, every effort will be made to bring these records to a current status, and, indeed, two of the four accounts (TSP and Medical) should be ready for audit about 1 October.

3. The problem of keeping the unliquidated obligation files adjusted on a current basis is a continuing one and one which seems to be complicated by the cumbersome procedures required and our lack of skilled Budget and Finance personnel to follow them. In line with [REDACTED] we believe that you could render us a signal service by examining these procedures and the organization and staffing of our Budget and Fiscal Branch.

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27 September 1961

OFFICE OF LOGISTICS

Budget & Fiscal Branch

25X1A9a

<u>No.</u>	<u>Slot No.</u>	<u>Position Title</u>	<u>SD</u>	<u>Grade of Position</u>	<u>Incumbent</u>	<u>Grade of Incumbent</u>
1	916	Budget Officer - Chief	- SF	GS-13		GS-13
1	917	Budget Officer	- SF	GS-11		GS-11
2	1526	Fiscal Acct Asst	- SF	GS-7		GS-7
						GS-6
1	1209	Fiscal Acct Asst	- SL	GS-7		GS-7
1	1768	Property Sply Clk - Typ	- SL	GS-5		GS-4

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